

OL/FMD WEEKLY REPORT

PERIOD ENDING 28 SEPTEMBER 1988

2 items coming

1. Progress Reports on Tasks Assigned by or of Interest to Senior Management:

25X1 *cyd*
Paving of the DCI garage, previously scheduled for 23 - 27 September, has been postponed by the contractor. Tentative dates for the work are set for 7 - 10 October. This change has been coordinated with DCI/Admin. [redacted]

2. Major Events that Have Occurred During the Preceding Week:

25X1
a. Status of South Side Chilled Water Lines: The scope of work will be sent to the Contracts Staff this week requesting that they obtain a proposal from Bechtel to design necessary repairs of the chilled water line. [redacted]

b. On 22 September, the Contracts Staff held the following preconstruction meetings:

- New Spectrum Electric - for installation of the D-Vault Primary Electrical Distribution Center in the Original Headquarters Building (OHB).
- Suburban Contractors, Incorporated - for the Renovation of the GC03/1D04 Areas in OHB.
- Doyle, Incorporated - for the Cafeteria Expansion, Phases II and III. The contractor began work on 12 September. [redacted]

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c. Scattergood-Thorne Property Renovation: Re-roofing of the main and guest house is complete. The only remaining work under this project is to install new gutters and downspouts. [redacted]

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d. Significant Outages of Services/Utilities: As a followup to the 16 September unscheduled power outage to the Northside Computer Center, FMD and the Office of Information Technology established the following procedures: reduce dust which can cause false alarms; deactivate the underfloor zones during the time cables were being pulled; floor tiles would be replaced when pulling is completed; additional care would be taken by cable pullers not to damage the detectors; preventative maintenance will [redacted]

ED when do we get status in detail.

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be performed on the FA system; and develop more definitive joint procedures to further reduce the possibility of accidental alarms.

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e. During the period 19 through 24 September, the Building Services Branch (BSB) provided the following support:

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(1) Received 3 tractor trailer loads of communications equipment (90 pieces) [redacted] and delivered them to the NHB South Tower 2nd and 3rd floor Communication Center for the Mercury Program Office/OC. [redacted]

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(3) Relocated a communications system Model CP-900 (54 pieces) from [redacted] to NHB, South Tower 2nd floor Communication Center for the Mercury Program Office/OC. [redacted]

f. Significant Meetings with Officers Outside OL:

25X1

g. Significant Construction Projects:

- 40% last week

(1) The OHB first floor re-roofing project is 41% complete. As of 23 September approximately 82,000 square feet of old roof has been replaced with new 3-ply roofing membrane.

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(2) Design Branch met with members of the Counterintelligence Center [redacted] (DO/CIC [redacted]) to review space plan drawings for the CIC office renovations in the 2B corridor of the OHB. The plans received a favorable response from the component, with only a few changes suggested. Construction drawings will be started after a revised set of plans has been approved by the component. [redacted]

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h. Chief, M&CB, accompanied the Director of Logistics, C/FMD/OL and other OL representatives to the Federal Express headquarters in Memphis, Tennessee, to receive a presentation on Federal Express facilities and operations. A lot of valuable information regarding operational methodology and customer service technique was imparted. M&CB intends to review and consider these practices for implementation within the Agency's mail operations.

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i. Arrangements for an alternate fuel dispensing system are being finalized in preparation of the replacement of our underground gasoline storage tanks. [redacted]

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k. ILSP: A member of Design Branch will be traveling with other FMD representatives to Smith, Hinchman & Grylls offices in Detroit for the first review of the DA/OP construction package. This set of construction drawings is for the renovation of 60,000 square feet on the ground, third, fourth, and fifth floors in the NHB. [redacted]

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1. Parking and Traffic Management: OS has advised that, effective 28 September, the two entrances to the compound off Turkey Run Road will be reversed. The current construction gate will become the employees entrance and the employees entrance (adjacent to West Lot) will be used by construction personnel. The move has required repositioning of traffic signs, as well as posting marquee signs. [redacted]

25X1

3. Upcoming Events:

a. The Facilities Management Group planning meeting is scheduled for 3 and 4 October.

b. Family Day is scheduled for 1 October. Final planning has been completed for all activities.

9/11/88 more please

4. Management Activities and Concerns:

25X1 a. Personnel: [] assigned to M&CB.

b. Escort Shortage: Allied Custodial is finding it increasingly difficult to perform their assigned duties due to lack of escorts. They are receiving less than half of the escorts required which is affecting their ability to clean our buildings. Following are recent statistics:

Date	Need	Received	Short
09/19/88	59	23	36
09/20/88	57	25	32
09/21/88	59	37	22
09/22/88	61	25	36
09/23/88	56	26	30

25X1 Operations personnel are meeting with the Office of Security to resolve problems. []

25X1 c. Appropriate Logistics Instructions and delegations are in process to coincide with the FMD/RECD reorganization effective 1 October.

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Chief
Facilities Management Division